

National Conference of Social Work

Suggested Time Schedule for 1934

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00	(1) A	A	A	A.A.S.W.	A	A
to	(B)	(B)	(B)		(B)	(B)
10:45	(C)	(C)	(C)		(C)	(C)
AM	(D)	(D)	(D)		(D)	(D)

11:00	(2) I	II	N.C.S.W.	I	II	I
to	III	IV		III	III	II
12:45	V	V		IV	V	IV
	VI	VII		VI	VII	VI
	VIII	VIII		VII	VIII	IX
	X	IX		IX	X	X
	XII	XI		XI	XI	XII
				XII		

- (1) A (B) (C) (D) - general meetings in the field of social work planned by the Program Committee which could either assume full responsibility itself or delegate it to a Division, a group of Divisions working jointly or a special committee. A discussion period could be arranged at the eleven o'clock period for those who wish to remain for such discussion.
- (2) Each Division would have three meetings instead of the five now allowed, one of which could be organized as five simultaneous group discussions.

Minutes of the Executive Committee
National Conference of Social Work

Sunday, January 7, 1934, 10:30 A.M., Room 200, Russell Sage Foundation Building, New York City.

The following members were present: Mr. Hodson, the President, Mr. Bane, Mr. Bates, Mr. Beisser, Mr. Blanchard representing Mr. Bradley, Miss Cassidy, Dr. Chamberlain, Mr. Cole, Mr. Solenberger, Mr. Washington, Miss Wing, Mr. Stillman, and the General Secretary. In the absence of the President, the Secretary temporarily presided.

In the absence of the President, who is also Chairman of the Program Committee, the Secretary reported for the Program Committee progress made for that part of the program of the annual meeting at Kansas City for which the Program Committee is responsible. (See Exhibit A). After thorough discussion and the offering of various suggestions and recommendations by the Executive Committee, upon motion duly made and seconded it was

Voted to approve the report of the Program Committee relative to the Kansas City annual meeting.

The Treasurer then presented his annual report on the financial status of the Conference, together with the proposed budget for 1934. (See Exhibit B). After thorough discussion and upon motion duly made and seconded, it was

Voted to adopt the report of the Treasurer including the recommendation for the restoration of salaries to the 1932 basis subject to revision on July 1, 1934 if necessary.

Upon motion duly made and seconded it was

Voted to adopt the budget for 1934 as submitted.

Upon motion duly made and seconded it was

Voted to eliminate from the published financial report and budget in the January Bulletin the items relative to the publication and sale of the new cumulative index inasmuch as these balance each other and do not represent any net expenditure or income for the Conference.

Executive Committee - 2

Upon motion duly made and seconded it was

Voted to express to the Treasurer the appreciation of the Executive Committee for the fine work which he has done in producing a balanced budget at the end of the fiscal year 1933.

The President still being unable to be present at the meeting, upon motion duly made and seconded, Mr. Frank Bane was elected Chairman of the Executive Committee pro tem.

The recommendations of the Program Committee for the reorganization of the Program structure were then presented in accordance with the instructions of the Conference at its Detroit business meeting. The full report is submitted herewith. (See Exhibit C). There was lengthy discussion particularly concerning the names of the four permanent sections as recommended by the Committee. In place of Social Action as the name of Section 4, Social and Health Legislation and Administration, Social Action including Social Legislation and Administration, Social Legislation and Administration, were all proposed but in turn were not adopted by vote of the Executive Committee. It was agreed that "Social Action" should be generally defined as covering mobilization of public opinion, legislation, and public administration. At this point Mr. Hodson, the President of the Conference joined the Executive Committee and assumed the Chair. Upon motion duly made and seconded it was

Voted to amend the last line in the first paragraph on Page 3 of the report so as to read "So far as possible the various related professional groups shall have representation and no person should be a member of more than one section committee." Finally, after thorough discussion of the entire plan and upon motion duly made and seconded, it was

Voted to adopt the report as recommended and amended and instruct the Secretary to have prepared proper amendments to the Constitution and By-Laws of the Conference that would put the proposed plan into effect, for consideration of the Conference membership at the annual business meeting in Kansas City.

The proposed plan of reorganization together with the necessary Constitutional amendments will be published in full in the April Bulletin.

Mrs. Mary Swain Routzahn, Secretary, Social Work Publicity Council, then presented the report prepared by a special committee of the Social Work Publicity Council at the request of the Executive Committee of the Conference. (See Exhibit D)

The President queried the Treasurer and Secretary as to the possibility of appropriating \$600.00 for this purpose. It was the joint judgment of the Secretary and Treasurer that although not definitely provided in the budget that this amount could be made available by economies in other items and possible excess unbudgeted income. Upon motion duly made and seconded, it was

Voted to approve and adopt the report of the Committee of the Social Work Publicity Council and appropriate the sum of \$600.00 for this purpose.

The Secretary then reported the further recommendations of the Committee on Admission to Status of Associate and Special Group, and Booth Occupants for the annual meeting at Kansas City as follows:

List of Booth Applications

American Association of Hospital Social Workers
American Association of Schools of Social Work
American Birth Control League
American Child Health Association
American Legion, National Child Welfare Division
American National Red Cross
American Public Welfare Association
American Social Hygiene Association
Association of the Junior Leagues of America,
Welfare Department
Big Brother and Big Sister Federation
Child Welfare League of America
Church Conference of Social Work of the Federal
Council of the Churches of Christ in America
Clinical Psychology Group
Columbia University Press
Episcopal Social Work Conference
Family Welfare Association of America
Girls' Protective Council
Joint Vocational Service
Life Insurance Adjustment Bureau
National Board, Young Women's Christian Associations
National Bureau of Goodwill Industries
National Committee on Volunteers in Social Work
National Council, Church Mission of Help
National Council, Young Mens Christian Association
National Florence Crittenton Mission
National Probation Association
National Society for the Prevention of Blindness
National Social Work Council
National Tuberculosis Association
National Urban League
Needlework Guild of America
Social Work Publicity Council
Social Action Department, National Catholic Welfare
Conference
Survey Associates
University of Chicago Press

List of Groups who had booths
last year but no applications
received as yet

American Association of Psychiatric Social Workers
American Association of Social Workers
Community Chests and Councils
Mothers' Aid Association
National Association of Travelers Aid Societies
National Committee for Mental Hygiene
National Conference of International Institutes
National Conference of Jewish Social Service
National Federation of Day Nurseries
National Federation of Settlements
National Lutheran Inner Mission Conference
National Recreation Association
Office of Indian Affairs
Russell Sage Foundation

Groups from whom applications for renewal of status of
Associate Group have not been received:

Mothers Aid Association
National Conference of International Institutes

Groups from whom applications have been
received since last meeting:

Associate
Inter-City Conference on Illegitimacy

Special
Clinical Psychology Group
Missouri State Dietetic Association

Upon motion duly made and seconded, the Executive
Committee voted the approval of the organizations as listed.

There being no further business, upon motion duly
made and seconded it was

Voted to adjourn.

*Howard C. King, Jr.,
Gen'l Secy.*

Exhibit A

Program Committee
National Conference of Social Work
January 6, 1934

Sunday, May 20

8:00 P.M. - Opening Session

President's Address: The Social Worker in the New Deal.

William Hodson, President, National Conference of Social Work.

The Federal Emergency Relief Administration.

C. M. Bookman, Assistant Federal Relief Administrator.

Monday, May 21

9:00 A. M.

The Federal Emergency Relief Administration

Section I. The F.E.R.A. and Family Social Work Standards

Joanna Colcord, New York, and a Committee

Section II. The Relation of Family Maintenance to the Care of Persons
Outside of the Home.

Committee to be secured.

Section III. The Relative Responsibility of Local, State, and Federal Government.

Louis Brownlow, Chicago, and a Committee

8:30 P.M.

General Session: - The National Recovery Administration.

Tuesday, May 22

9:00 A. M.

State and Local Programs of Unemployment Relief

Section I. What is Adequate Relief? - A panel discussion.

Dorothy Kahn, Philadelphia, Chairman.

Section II. - To be determined

Section III. 1. The State Program of Relief
Speaker to be secured.

Section III. (Cont'd)

2. The City Program of Relief
Speaker to be announced
3. The Rural Program of Relief
Mary Irene Atkinson, Columbus, Ohio.

8:30 P.M.

General Session: - Taxation and Social Work
Speaker to be secured.

Wednesday, May 23

9:00 A. M.

Some Current Problems

Section I. Special Relief Problems

1. The Negro
Forrester B. Washington, Atlanta
2. The Foreign Born
George L. Warren, New York City
3. The Unattached Woman
Speaker to be secured.

Section II. The New Leisure
Speaker to be secured

Section III. The Relative Responsibility of Public and Private Social Work
Speaker to be secured.

Section IV. The Place and Function of Volunteers in Social Work
Mrs. Thomas Tolan, Milwaukee, Chairman

7:00 P.M.

Conference Dinner: Program to be determined.

9:30 P.M.

President's Reception.

Friday, May 25

9:00 A.M.

The Contribution of Social Work to Social Justice

Section I. Social Insurance
Speaker to be secured

Section II. Social Legislation
Program to be determined

Section III. What is Social Justice for the Individual.
Speaker to be secured.

8:30 P.M.

General Session: - Population Trends and Social Work.
Speaker to be secured.

Saturday, May 26

9:00 A.M.

Planning for Social Control

Section I. The Common Goals of Labor and Social Work
Mary van Kleeck, New York

Section II. Adequate Medical and Health Care
Speaker to be secured.

Saturday, May 26

9:00 A. M.

Planning for Social Control

Section I. The Common Goals of Labor and Social Work.
Mary van Kleeck, New York

Section II. Adequate Medical and Health Care
Speaker to be secured

1:00 P.M.

Conference Luncheon: - Social Work on the March
Monsignor Robert F. Keegan, New York City.

January 4, 1934

EXHIBIT B

Treasurer's Report

Your Treasurer submits, herewith, his annual report of the financial affairs of the National Conference of Social Work for the year January 1 to December 31, 1933. The Financial Statement shows total receipts of \$32,453.88 and total expenditures of \$29,470.65, leaving a cash balance on hand on December 31 of \$2,983.23. To this we have added the guarantees from Kansas City and Montreal due and payable prior to December 31, 1933, but as yet unpaid, amounting to \$1,175.00. We have been definitely assured that these payments will be made shortly. The only reason for their not being in the office prior to December 31 is some delay in securing the guaranteed institutional memberships from particular local agencies. With the addition of these unpaid guarantees we have total assets at the end of the year of \$4,138.23. The only unpaid bill remaining from 1933 is that of the University of Chicago Press for the printing and distribution of the 1933 Proceedings amounting to a total of \$4,047.55, leaving us a net balance at the end of the fiscal year of \$110.68.

This happy result is due to the loyal support of Conference members, the generosity of some of our members in making special contributions, and the rigid economies including the reduction of salaries and staff maintained in the office. The reduction of salaries of the regular staff members as compared with the authorizations of the budget adopted a year ago amount to \$2,062.58. The operating expenditures exceeded the revised budget by \$696.98 but were \$3,995.49 less than the budget adopted a year ago.

Conference Membership

We close the year with 3,857 members on our books of which 3,793 are paid up and 64 are from three to six months overdue. Most of this latter group if not all will renew within the next few weeks. It is also gratifying to note that the office is still receiving renewals of memberships which expired during the first half of the year and which so far as our books are concerned were not being carried as members of the Conference. The total membership at the end of the year showed a net loss of 516 members during the year or 11.3%. In the \$3.00 class the loss was 12.6%, in the \$5.00 class 11.5%, in the \$10.00 or sustaining class 18.9% while in the \$25.00 or institutional class the loss was but 3.8%. This small loss is due to the fact that the guaranteed institutional memberships have almost taken the place of those lost. Had the guaranteed new institutional memberships due from Kansas City and Montreal been received prior to December 31, the net loss in this class would have been twelve. It also speaks well for the loyalty of agency members who despite reduced budgets maintained their support of the Conference.

Budget for 1934

The Budget Statement has been prepared to give comparable figures covering the budget adopted a year ago, the budget as revised in March and again in October, and the actual receipts and expenditures that can be credited or charged to the operations for 1933. Against these figures are shown the proposed budget for 1934. In the proposed budget, salaries of the permanent members of the staff have been restored to the level of December 31, 1932. Due allowance has also been made for probable increased costs of printing and other items in the operation of the Conference. While it is confidently expected that the income from sales of the new cumulative index of the Proceedings will more than cover the cost of its production and distribution, and, therefore, no special item of net expense has been set up in the budget for this purpose, we have included for purposes of record both the contract price for the production and sales expense of the new index and an equal amount of receipts.

Finally, your Treasurer wishes to remind the Executive Committee that the objectives announced and authorized by the Executive Committee in 1931 have now been accomplished. The Conference now has a workable fiscal year. It has sound budgetary practice based on really comparable data and it has a balanced budget.

Respectfully submitted,

National Conference of Social Work
Budget Statement

	Budget Jan. 1, 1933	Revised Budget	Actual 1-1-33 12-31-33	Proposed Budget 1934
Receipts				
Memberships	\$25,000.00	\$25,000.00	\$24,389.96	\$25,000.00
Guarantees	2,000.00	2,000.00	825.00	2,000.00
Registration Fees	2,000.00	2,000.00	1,911.99	2,000.00
Miscellaneous	1,000.00	1,000.00	4,416.58	1,000.00
Pugsley Award			250.00	
Estimated sales of Index				1,670.00
Total	\$30,000.00	\$30,000.00	\$31,793.53	\$31,670.00
Expenditures				
Salaries	\$14,920.00	\$12,847.53	\$12,523.17	\$14,000.00
Travel	3,050.00	2,550.00	3,401.67	3,850.00
Printing	7,300.00	6,100.00	6,207.20*	7,500.00
Postage & Express	2,150.00	1,650.00	1,744.46*	2,100.00
Supplies	800.00	800.00	541.37	800.00
Telephone & Telegraph	350.00	350.00	319.41	350.00
Rent	1,200.00	780.00	780.00	720.00
Equipment & Repairs	150.00	150.00	229.59	150.00
Miscellaneous	400.00	400.00	508.29	400.00
Refunds			69.35	
Pugsley Award			250.00	
Production and Sale of Index				1,670.00
Total	\$30,320.00	\$25,627.53	\$26,574.51	\$31,540.00
General Administration	\$10,950.00	\$ 9,983.33	\$10,564.51	\$12,250.00
Mem. & Publicity	1,700.00	981.70	890.45	200.00
Annual Meeting	2,200.00	1,700.00	1,933.01	2,300.00
Proceedings & Index	5,700.00	4,800.00	4,972.56*	5,300.00
Bulletin	2,400.00	2,150.00	1,489.73	2,600.00
Office Operation	6,970.00	5,612.50	6,225.37	6,820.00
Other	400.00	400.00	248.88	400.00
Pugsley Award			250.00	
Production and Sale of Index				1,670.00
Total	\$30,320.00	\$25,627.53	\$26,574.51	\$31,540.00

*Unpaid bill included.

National Conference of Social Work
Financial Statement
January 1 - December 31, 1933.

Operating Balance, January 1 \$ 660.35

Receipts

Memberships	\$25,214.96
Contributions	2,876.94
Sales, Bulletin	41.13
Sales, Proceedings	424.22
Refunds	137.05
Miscellaneous	1,187.24
Registration fees	<u>1,911.99</u>

Total

31,793.53

Total Receipts and Balance

\$32,453.88

*Expenditures

Salaries	\$13,591.07
Travel	4,095.67
Printing	6,927.33
Postage	1,726.60
Supplies	699.84
Telephone & Telegraph	319.41
Rent	980.00
Equipment & Repairs	255.23
Miscellaneous	806.15
Refunds	<u>69.35</u>

Total

29,470.65

Cash Balance

\$ 2,983.23

1933 Guarantees unpaid

Kansas City	\$ 1,000.00
Montreal	<u>175.00</u>

1,175.00

Total Assets

\$ 4,158.23

Unpaid bill, University of Chicago Press,
1933 Proceedings

4,047.55

Net Balance

\$ 110.68

*Functional Distribution of Expenditures

Administration	\$11,827.34
Membership & Publicity	1,032.92
Annual Meeting	2,051.17
Proceedings & Index	5,167.30
Bulletin	2,112.73
Office Operation	6,780.31
Other	498.88
	<u>\$29,470.65</u>

EXHIBIT C

Recommendations of the Program Committee for the Reorganization of the Program

National Conference of Social Work

(As amended and adopted by the Executive Committee, January 7, 1934)

At its annual business meeting in Detroit last June, the National Conference of Social Work unanimously voted to instruct the Program Committee:

"to study carefully the whole divisional organization of the Conference, its weaknesses and its strengths, and to recommend to the Executive Committee such reorganization, changes or modifications of our permanent program organization as may seem desirable. The recommendations should be made not later than the January, 1934 meeting of the Executive Committee in order to allow ample time for their presentation through the Bulletin to the membership of the Conference for action at the annual meeting in Kansas City in 1934."

In accordance with these instructions the Program Committee must make some report at the next meeting of the Executive Committee on January 7, 1934. Reasonably speedy action is desirable for several reasons in addition to complying with the instructions of the Conference. There is wide spread and justifiable dissatisfaction with the present organization of the Conference program. Its weaknesses are well known. Various plans have been proposed. Many of these are worth consideration. Unless some carefully thought-out plan is recommended and adopted, hasty and ill considered action may be taken. Unless some definite and positive action is taken at Kansas City, we shall find ourselves at the close of the Kansas City meeting facing, either another emergency and experimental program with the Program Committee carrying an undue amount of responsibility and detail work or a reversion to the present form of organization with all of its difficulties and weaknesses. Therefore in the judgment of your Secretary, the Program Committee should recommend some definite plan of reorganization for adoption at Kansas City.

In order to facilitate discussion of a plan, your Secretary submits the following recommendations. They are the result of his study of and experience with the Conference program during the past five or six years, and many conversations with Conference members from all sections of the country. They are designed as a starting point for discussion, not as a final plan for adoption or rejection.

If we sense the opinion of the Conference membership correctly any plan of reorganization of the program structure should provide at least for the following characteristics:

A. Democratic control. The Conference constituency has as wide a variety of interests as social work itself. Most of these interests wish to find an opportunity of expression from time to time. No single small self perpetuating group can for long arrange programs that will give proper opportunity for this expression. The program building mechanism must be sensitive to the expressed Conference needs for social work in all of its wide variety of interests. Hence the particular group responsible for program at any given time should be representative of the Conference membership, as to function, geography, racial, and religious organization. It should be so constituted as to provide for (1) continuity of thought and action and (2) a certain proportion of new thinking and

personnel. It should in the main be elected by the Conference membership or by their elected representatives (the Executive Committee).

B. Coordinated planning: The program should be the result of the coordinated thinking, planning, and action of the various groups responsible for program. Last year fifty-four different groups (Divisions, Associate and Special Groups) arranged programs. The only device for coordinating these programs was the Program Conferences held in October and January of each year. This device has worked reasonably well under our present organization. Its weak point is that it can influence programs only after Divisions have established tentative plans. Associate Groups as a rule wait until the Division programs are tentatively established before planning their programs. Real coordinated planning of program would provide for Division programs to be worked out in accordance with plans developed from the beginning by all Division Committees working together.

C. Elasticity and ability to change. A most irritating weakness of the present program organization is the lack of power lodged anywhere to change the program structure, when desirable either by addition or subtraction. The death rate of Divisions since their establishment (1917 for most of them) has been exactly zero and the voluntary reduction in number of meetings from the total number allowed has been very little higher. The pressure on time has been so great that new topics needing presentation and discussion, which either because they are not within the scope of a Division or the interest of a Division committee, can find no expression in the Conference program. The result has been that this material was lost to the program or found expression as a special group which at times has developed into an Associate Group. A new plan of organization of the program should provide for definite reconsideration of Divisions or sections, special committees and the like. Power should be lodged somewhere probably in the Program Committee to make such changes at any time in order to adapt the program organization to the needs in any particular year without the necessity of formal vote by the Conference membership at an annual meeting or action by the Executive Committee.

D. Simplification. The present multiplicity of divisions with their seeming duplication of interests is confusing to the attendant at the annual meeting. The existing Divisions have developed along topical, organizational, and functional lines. Within the necessary time limits there is no avoiding of wide spread conflict of interest. (During the past few years there has been very little duplication of content in the program). It is extremely difficult purposely to center attention on specially important topics or themes. The new organization ought to provide a structure simple enough to be easily understood and to have the minimum of conflicting interests. There is no perfect plan of organization but great improvements can be made on the present one.

E. Less strain on the brain and nerves: The great demand for fewer meetings is a direct result of the nervous and mental strain experienced by Conference attendants. The voluntary action of the Associate Groups in eliminating luncheon and dinner meetings during most of Conference week will greatly help this situation. A real reduction in Division meetings will also reduce the strain. A reduction in the length of meeting so as to allow a longer interval between the morning meetings will further reduce the strain. The new plan should definitely provide for radical reduction of strain and confusion.

Finally, we believe the new plan of program organization should accomplish two main objectives. First it should bring together various special interests around common functions in social work for Conference and discussion of common and related problems, techniques, goals, relationships, etc. Second, it should provide for presentation and discussion of topics of particular interest or importance that do not easily come within a functional classification. In this way the Conference can have a synthesizing influence and at the same time give adequate opportunity for variety of needs, diversified interests and emergency problems. This may seem paradoxical but it is practical.

A Proposed Plan of Program Organization

A. Abolish all existing Divisions at the close of the Kansas City annual meeting. An attempt to patch up the existing set-up will probably create more difficulties than it will cure.

B. At the Kansas City meeting establish not less than three not more than six new sections on functional lines. The following are suggested for immediate organization.

- I. Social Case Work
- II. Social Group Work
- III. Community Organization
- IV. Social Action.

The scope of each such section will be fairly obvious . Finer definitions if necessary can be worked out from year to year.

The following functions or methods of social work, namely,

Social Research

Social Work Interpretation

Professional Training and
Standards

Social Legislation

should be considered in their relation to the four suggested above.

These sections will be the core of the program. Each section should be in charge of a section committee of not less than nine nor more than fifteen members with a Chairman, Vice-Chairman, and Secretary. The officers, and one third of the committee membership should be elected annually, the officers to serve for one year and subject to re-election for one year but not more. The committee members should serve for three years. So far as possible the various related professional groups shall have representation and no person should be a member of more than one section committee.

Election of section officers and committee members should be as is the present practice in Divisions, by nominations of the Section and election by the Conference membership by majority vote. It is suggested in order that more careful consideration be given to the nomination and election of section officers and committee members, that the same process of nomination a year in advance and election by mail ballot sent to all members of the Conference be adopted for Section committees as is now the case with the officers and Executive Committee of the Conference. Persons nominated for the offices or committees of Sections should either be members of the Conference or on the staff or boards of member agencies.

The chairmen of section committees should be members of the Conferences Program Committee rather than at present members of the Executive Committee.

The number and scope of the sections should be reconsidered as a whole at least every five years and such changes as may seem desirable should be made upon the recommendation of the Program Committee, and by vote of the Conference. Changes in the scope, number of meetings, etc., of each Section should be made at any time upon the recommendation of the Program Committee, providing the Section Committee voluntarily agrees to such modifications.

At any annual meeting each Section should be limited to a maximum of six meetings, one of which might be used for a series of not more than five simultaneous group discussions.

C. Grant to the Conference Program Committee the power to establish either upon request or its own initiative as many Committees on Special Topics as may seem desirable and at the time establish their limitations as to number and character of meetings each year and the number of years they shall continue. This makes possible a wide variety of committee organization which can be adapted to the needs of the particular situation. It is extremely doubtful if given this power, the Program Committee would find it desirable or necessary to provide for more than ten such committees holding an average of more than two meetings in any given year.

Let us compare the annual meeting of the Conference if organized as outlined above with the present set-up. Assuming that four Sections would be immediately established and each one use the maximum number of meetings allowed (including simultaneous group discussions) there would be a total of forty Section meetings. Assuming that the Program Committee should authorize ten committees, holding an average of two meetings each, it would add twenty more meetings, a grand total of sixty. Under the present set-up of Divisions, the grand total is 110. The proposed organization therefore reduces the possible number of meetings by nearly half. The same forces which now tend toward the actual use of less than the maximum would still exist (joint sessions voluntary desire to concentrate interest, etc.). Certainly such a plan of organization would be much simpler and more elastic than now exists. By the process of election of committee members and officers, the control would be democratic. The proposed Sections would bring together various organizational and technical interests around common functions, problems, and relationships. The special committees would give ample opportunity for a variety of special interests and subject matter. The Program Committee would have the power within reasonable limits to modify, contract or expand the program structure as the situation might demand.

Centralized Planning and Leadership

In order for any organization to function efficiently responsibility must be centralized and definite. Responsibility for the organization of the program would rest in the proposed plan with the Program Committee and coordination of the program plans not only for the Conference as such but also for the Associate and Special Groups would rest with the Program Conference.

The Program Committee under the new plan would consist of the present nine members (the President of the Conference, Chairman, the retiring President, and the General Secretary, ex-officio, and the six members, two elected each year by the Executive Committee for terms of three years) and the Chairmen of the new Sections. This would give a total membership of from thirteen to fifteen members of whom six would be continuing in office and from seven to nine would be new members each year. With the single exception of the General Secretary, the entire personnel changes over a period of three years.

The Program Committee would have all the powers and responsibilities now provided in the Constitution and By-Laws of the Conference and the added powers suggested above. It would bring into one effective group the leadership definitely responsible for program planning and making, and hence be in a position to not only make recommendations but carry them out.

The Program Conference would be composed of the Program Committee, the Chairmen of all special committees established by the Program Committee, and the representatives of all Associate and Special Groups. At these two conferences, one in October and the other in January, program plans are presented and discussed, joint sessions arranged and supplementary and complementary programs provided. Duplication of subject matter is eliminated. The Program Conference considers the program as a whole and brings the Associate Groups definitely into the program planning process.

A Quadrennial Meeting of Different Character

Limitations of time and pressure of work ordinarily make it necessary to confine the annual meeting of the Conference to a single week. However, we suggest the consideration of a different type of annual meeting once every four years. In this year the annual meeting could be held on some university campus, equipped with ample dormitories and dining hall facilities, thus reducing the cost of living. The length of the meeting would be extended to three or possibly four weeks with the expectation that few people could stay all the way through but that they would be coming in and going home at intervals throughout the period. Probably not more than one third of the total attendance would be present at any given time. The program instead of using a maximum of large meetings of the more formal character could be broken down into a large variety of smaller discussion meetings, round tables, study groups, etc. Selective groups could be organized for a series of discussions, admission to others could be by application and still others wide open. Such groups could well be arranged either by Conference Section committees or by Associate Groups for their particular clientele. One third of each day would be left free for recreation, personal conference, or quiet study. Associate Group meetings could be spread through the entire three weeks and thus avoid much of the present competition.

The possibilities of such a plan can only be hinted at here. We believe the idea is worth serious consideration.

We recommend that if some plan of reorganization as outlined above is adopted that it be regarded as a four year experiment. For purposes of immediate action, the Program Committee or the Executive Committee of the Conference could well appoint the Section committees for the first year (1935), and the process of election, etc., be operative thereafter - 1936, 1937, 1938. If the suggestion of the longer meeting of different character to be held quadrennially receives approval that it be scheduled for 1937. And in 1938 in the light of the experience of the preceding years, the whole question of program organization be raised for such modification as may then seem wise.

EXHIBIT D

Report of a committee of the
National Social Work Publicity Council

Appointed by request of the Executive Committee of the
National Conference of Social Work - a committee to re-
view the publicity efforts of the National Conference
and to submit recommendations to the Executive Committee.

Under date of November 17, 1933, the following letter was received by the Social Work Publicity Council from the executive secretary of the National Conference:

" The National Conference of Social Work administration is keenly aware of the importance of adequate publicity service prior to and during the annual meeting of the Conference. This occasion offers one of the best opportunities for national publicity on social work that occurs during the year. Adequate publicity service will be particularly important this year for two reasons, first, because of the pressing importance of the subject matter discussed and the general interest in the questions facing social work and second, because the revised program of the Conference will, we believe, furnish a larger proportion of material having new value than perhaps has been true heretofore.

"During the past six or seven years the Conference administration has made various efforts to improve the publicity service incident to the annual meeting. No plan however has proven practical or satisfactory as a permanent part of the Conference organization. This is possibly due to limitations under which the Conference has to work, limitations of money and staff as well as possible limitations in the nature of the material itself.

"After all the Conference belongs to all of social work. Not only Conference administration but the various organized groups that go to make up the Conference as well as social work in communities all over the country are interested in having adequate publicity. We all have a common stake in securing the greatest possible value from the annual meeting of the Conference. With all this in mind the Executive Committee of the Conference requests the Social Work Publicity Council as follows:

"A. to appoint a Committee of social work publicity experts to carefully study and evaluate the publicity efforts of the Conference during the past few years and attempt to discover reasons for such success or failure as they may find.

"B. To propose a workable plan within the recognized limitations of the Conference for the annual meeting at Kansas City in 1934.

"C. If this plan is approved by the Conference Executive Committee to assume responsibility for carrying it through as a demonstration of successful methods and report to the Executive Committee following the annual meeting at Kansas City the results of this experience and recommendations for a future practical program.

"We can assure you of the heartiest cooperation of the Conference staff and officers in an attempt to solve our common problem."

After conference with the executive secretary the committee submitting this report was appointed.

The importance of publicity
use of National Conference
program material

The committee wishes, first, to submit several paragraphs discussing the reasons for adequate publicity service for National Conference sessions.

Just how important is it to be able to discern coming changes in the social order? When these changes can be foreseen, what value may there be in expediting their appearance by widespread dissemination of the new viewpoint? In the answer to these questions lies the decision, in part at least, of the value of publicity for the National Conference of Social Work, and whether this value is great enough to warrant adequate expenditure.

The questions would seem to answer themselves if, indeed, the implied postulate contained in them be shown to be true: that the meetings are in fact prophetic. The table of contents of any issue of the "Proceedings" will disclose demonstrations of this oracular quality. To pick but a few examples, last year Harry Hopkins, two or three weeks after assuming office as Federal Relief Administrator, outlined who was to get relief, how it was to be administered, and described the handling of transients. In 1932 President Bookman ably presented a view of the social situation which may be said to have forecast the events which later were realized in the substance of Mr. Hopkins talk. Perhaps the most outstanding example in recent years happened at Boston in 1930, when George W. Wickersham announced in advance certain views on prohibition which were later to be contained in the report of the Committee on Law Enforcement and Observance of which he was chairman. Here, surely, occurred an event which may not have influenced the will of the people, but certainly may be regarded as a prediction of the result of the exercise of that will, when expressed.

In this connection it is noteworthy that Judge Wickersham departed from the text of his speech in the most vital particulars, and had it not been for an organized press service at this meeting, his most significant remarks would have failed to go out to the public.

As this is written there appears in current newspapers an account of a conference at the White House on December 28, 1933, to consider recommendations to the approaching Congress for job insurance legislation. It is not too much to say that such a conference could hardly proceed without using as a basis some of the studies which have been first presented to the public at meetings of the National Conference of Social Work during the last few years.

The National Conference exists for the exchange of opinion; it is the market-place of social thought. Those social values which it proposes do not become actual values until they are widely distributed and accepted. It is as incongruous to limit publication of this information as it would be for the stock exchange to interfere with the publication of daily quotations. Such a market-place ceases to be a market-place for those who finally are to fix-values - the large public throughout the country, concerned in the subject matter, only a few of whom can be present at meetings.

Past publicity efforts
of the National Conference

- 1 - The widespread use of the program papers has been left largely to the accidental abilities and limited resources of local committees.

The exceptions have been (1) the one year when an informal demonstration of some of the possibilities was conducted by a group of volunteers, and (2) the two or three years when a competent specialist was engaged for a limited period preceding the Conference, continuing through the Conference sessions.

- 2 - An uneven amount of pre-Conference publicity - the publication of the "Conference Bulletin" - and promotion of memberships has been handled by such staff members, without special training, as were assigned to those tasks.

In addition the staff has conducted routine procedures for securing photographs of speakers and advance copies of manuscripts for such use as might be made of them.

As to the future

The committee submits three alternative suggestions:

The desirable plan

An intermediate plan - as a substitute until an adequate budget may be available.

A possible plan for immediate use in connection with the Kansas City meeting.

The desirable plan

This committee feels that the only satisfactory arrangement would be the engagement of a capable publicity worker, either as

- 1 - A part time worker throughout the year between conferences, with full time at the annual meeting, or and far better,
- 2 - A full time, all the year round publicity worker who would be responsible for annual meeting publicity - Conference Bulletin - and membership promotion

An intermediate plan

Until an all-year round publicity worker can be financed the most hopeful plan would be the engagement of the part time service of an especially capable publicity worker

- 1 - to handle the preliminaries of national publicity (with or without the cooperation of the Associate Groups as is outlined below in the immediate plan for Kansas City).
- 2 - to give full time at and during the National Conference sessions - for full direction of both local and national publicity with the active cooperation of the local Conference committee.

For Kansas City

An immediate possibility

In case it is impossible to finance either of the above proposals in advance of the Kansas City meeting the committee offers a third plan.

As the committee understand the situation, local Kansas City meeting the committee offers a third plan.

As the committee understand the situation, local Kansas City and nearby regional advance publicity will be handled by the Kansas City committee - and during the Conference that committee will continue direct service to the local newspapers.

This leaves for consideration by us:

- 1 - The abstracting of papers
- 2 - The relations with press services and with representatives of individual national periodicals and metropolitan newspapers.
- 3 - The after use of Conference material in selected periodicals.

Making abstracts

This committee suggests that any effort at widespread use of all or even a majority of Conference papers is wasteful, possibly a disadvantage, though the committee recognizes that a good publicity worker is likely to find, even in the highly technical paper, some message for the newspaper reader. The committee believes that fewer and better news releases is most likely to win space in the more influential newspapers.

Therefore, we suggest advance study of the Kansas City program to select the most useful and usable addresses - and special efforts to secure those manuscripts in adequate time.

Insofar as it is possible the papers not on the select list will be abstracted.

- 1 - for the convenience of any newspaper people who may want them.
- 2 - for special use in the home cities of the respective speakers.
- 3 - for the possible discovery of unexpectedly desirable material for widespread use.

The state of Associate Groups

The several Associate Groups have an equal interest with the National Conference in securing the widespread use of Conference addresses. All of those agencies will benefit through the total spread of social work presentation. And practically all of them are directly concerned in getting full value from one or several of the Conference sessions.

Hence it is suggested that in the wider use of the Kansas City Conference we depend considerably upon the active cooperation of the Associate Groups - as outlined below.

How to get the abstracts

- 1 - The more actively participating Associate Groups could be invited to assign responsible staff members for abstracting such of the papers touching their respective areas of interest as may be listed for special handling.
- 2 - After the Conference office has concluded its routine for securing advance manuscript, for abstracting purposes, the respective Associate Groups would have the opportunity to follow up the delinquents.
- 3 - The Conference papers not on the special list would also be referred to the cooperating Associate Groups for abstracting
 - 1 - to make them available to such newspaper men as may ask for them - and
 - 2 - to see that these abstracts are sent to the home cities of the respective speakers.

Relations with press services and special representatives

This committee believes that advance contacts should be made with

- main offices of wire press services
- such syndicates, metropolitan dailies, and other agencies and individual metropolitan dailies as are of special value and can be handled under this emergency plan

Then at Kansas City we recommend that this emergency plan provide for press headquarters service (in addition to what Kansas City will provide for the local press) in aiding representatives of the press services and all special representatives of metropolitan dailies, Christian Science Monitor, and other publications.

After use of Conference material
in selected periodicals

Under the restricted plan proposed for Kansas City the after use can be developed only to the extent that

- 1 - special representatives of periodicals secure material at headquarters for later publication.
- 2 - speakers will personally approach editors -
- 3 - Associate Groups will render some service, supplementary to their co-operation in abstracting.

The organization plan

Direction

The practicability of this restricted plan for Kansas City rests upon arrangements with several national agencies to release publicity specialists for a modest share of their time.

One person would carry out the whole plan - would look for the national press service and special representative contacts - both in advance and during the Conference.

One person - if practicable, two persons - to be released for a small part of the time to assist the director (above) in advance - and to relieve the director during the National Conference so that one of the two (or three) could be on duty throughout the day and evening.

Responsibility of the director

The one person - the director - will be in general charge of the entire job of advance and current Conference publicity, although the efficient Kansas City committee will be in active direct charge of the Kansas City regional advance publicity, and will continue during the Conference to maintain close relations with the local Kansas City press.

Securing the personnel

For the release of the above mentioned workers the National Conference would make partial return for time, travel expense, and correspondence through a division of a budget allowance of from \$500 to \$600.

Of course a large share of this budget allowance in all fairness should go personally to the workers, but since the desirable persons are already more than busy on their jobs, we may only hope that an allowance to their respective agencies may bring some lessening of the pressure of their normal responsibilities.

Abstracting, etc.

For the abstracting, follow up of selected speakers, and limited handling of abstracts not used broadcast; the Associated Groups would be invited to carry this through publicity specialists in their offices.

Where there is no competent specialist the Associate Group would be urged to secure the aid of a competent state or local worker to do the job in that field.

Selection for abstracting

The selection of papers for abstracting to be made through consultation with program chairmen of divisions and Associate Groups, and the executives of the Associate Groups.

An advisory committee

This Kansas City plan calls for the cooperation of a group of people with varied experiences and abilities. Some of the steps taken are new and without precedent. Therefore it would seem that an advisory committee should be formed for close and actual counsel with the director of the proposed plan.

The committee has no illusions

On behalf of the Social Work Publicity Council, the committee must regretfully decline to undertake responsibility for this plan "as a demonstration of successful methods," to quote from the letter to which this report is a response.

This plan can "demonstrate" only what can be done through such a make-shift arrangement. The committee does believe that the plan is worth trying for what it may be worth.

Also, the committee well understands that its success depends upon three elements:

- 1st - The practicability of getting as director one of the two or three publicity workers who have the professional ability - the knowledge of the National Conference, and many of the Associate Groups - and the appreciation of the importance of the undertaking which would qualify them for the job.
- 2nd - The hearty cooperation of enough of the Associate Groups - and of Division Committees - because of their understanding of the contribution possible to social work in the trying year ahead of us .
- 3rd - And, especially the recognition by two or three leading national agencies of the very important contribution they could make through releasing to the Conference the required services of their publicity directors.

Briefly, then, the plan depends upon the goodwill of agencies and staff specialists, and upon their grasp of the opportunity for making a notable contribution to a better understanding of social work.

Respectfully submitted by

Dwight Anderson
Louise Franklin Bache
Mary Swain Routzahn
Gertrude Springer
Evert G. Routzahn, chairman

Representing the
National Social Work Publicity Council

Minutes of the Executive Committee
National Conference of Social Work

Sunday, May 21, 1934, 2:00 P.M., Muehlebach Hotel, Kansas City, Missouri.

The following members were present: Miss Anderson, Mr. Bates, Mr. Beisser, Miss Cassidy, Dr. Chamberlain, Miss Lenroot, Mr. Lurie, Miss Reeves, Mr. Stillman, Miss Wing, and the General Secretary.

In the absence of the President and First Vice-President, Miss Mary L. Gibbons, the Second Vice-President presided.

The Treasurer presented his report as follows:

"The Treasurer herewith submits two statements. The first is the financial statement for the four months' period, January 1 to April 30, showing all cash receipts and disbursements during this period. The second is the budget statement covering the same period of time, showing all receipts and disbursements on 1934 business only. At best this report can only be an interim report, as our fiscal year now coincides with the calendar year.

The financial statement shows a cash balance at the beginning of the fiscal period of \$2,983.23, and total cash receipts of \$12,247.30, or a total of all receipts and balances of \$15,230.53. The cash receipts include \$1,175.00 of guaranteed institutional memberships from Montreal and Kansas City which were payable during the last fiscal year but which were not received until after January 1. This amount added to the cash balance of December 31 of \$2,983.23 more than paid the one bill of \$4,047.55 carried over from the preceding fiscal year and reported in the Annual Financial Statement published in the January Bulletin. In other words, all of the 1933 business transactions have now been completed. The total cash disbursements including the item of \$4,047.55 mentioned above during the first four months of the year were \$13,894.76, leaving a cash balance on hand April 30, 1934, of \$1,335.77.

The budget statement includes only income and disbursements that are properly chargeable to 1934. All items of 1933 business are eliminated from this budget statement. This is done in order to give a clear-cut picture of our financial operations in relation to the budget adopted at the beginning of the fiscal year. The budget statement shows receipts of \$11,042.30 with a budget balance of \$18,957.70 still to be received. Please remember that this statement is as of April 30 and does not include any of the income received during the month of May. The total budget expenditures during this same period are \$9,847.21, with an estimated budget balance of expenditures of \$20,022.79. To meet the estimated expenditures for the balance of the year we have a cash balance of \$1,335.77 plus estimated receipts of \$18,957.70 which will leave an estimated balance on December 31, 1934 of \$270.68.

The budget statement shows that we are living within our income and that both income and expenditures are following very closely the estimates made on January 1.

In the judgment of your Treasurer this interim report shows that the Conference is on a sound financial footing, and that our budgetary expectations are being realized. There must be no let-up in the loyal support of Conference members. On the other hand, the Conference staff are making and will continue to make every effort to keep the expenditures within the budget and the income of the Conference. The details of this report will be published in the next issue of the Conference Bulletin."

Respectfully submitted,

Charles C. Stillman, Treasurer.

Upon motion duly made and seconded, it was

Voted to approve the report of the Treasurer.

In the absence of the President, the General Secretary presented the report of the Program Committee relative to the reorganization of the program structure and the **amendments** to the Constitution and By-Laws required to put the proposed recommendations into effect. After thorough discussion, the Executive Committee having already approved the recommendations concerning the reorganization at a previous meeting also voted to approve the amendments to the Constitution and By-Laws as drafted. **See copy attached.**

It was called to the attention of the Executive Committee that at the present time the Second and Third Vice-Presidents are not members of the Executive Committee and that if the proposed amendments relative to program reorganization are adopted, the membership of the Executive Committee will be reduced to the fifteen elected members. Upon motion duly made and seconded it was

Voted to recommend to the Conference at its business session that the paragraph of the Constitution headed Committees be amended to read as follows: The Executive Committee shall consist of the President, the First, Second and Third Vice-Presidents and the Treasurer, ex-officio; and twenty-one other members who shall be elected by the Conference, seven each year for a term of three years; vacancies shall be filled in like manner. The Executive Committee shall hold all of the powers of the Conference between meetings not otherwise reserved or delegated. It may enact rules supplementing the By-Laws and not in conflict with them. The President shall be the ex-officio Chairman; seven members shall constitute a quorum at all sessions of this Committee.

Upon motion duly made and seconded, it was

Toted

to authorize the President to appoint the usual committees on
Tellers and Election.

There being no further business, upon motion duly made and
seconded it was

Toted

to adjourn.

Howard P. Gray Jr.
General Secretary.

National Conference of Social Work
Financial Statement
January 1 - April 28, 1934

Operating Balance, January 1

\$ 2,983.23

Receipts:

Membership	\$ 11,788.97
Contributions	167.00
Sales, Bulletin	5.02
Sales, Proceedings	60.08
Refunds	179.65
Miscellaneous	16.58
Index	30.00

Total

12,247.30

Total Receipts and Balance

\$ 15,230.53

*Expenditures:

Salaries	\$ 5,840.30
Travel	1,369.10
Printing	4,905.11
Postage	1,014.71
Supplies	274.21
Telephone & Telegraph	121.36
Rent	240.00
Equipment & Repairs	30.84
Miscellaneous	95.68
Refunds	3.45

Total

13,894.76

Balance

\$ 1,335.77

*Functional Distribution of Expenditures

Administration	\$ 4,954.25
Membership & Publicity	23.52
Annual Meeting	1,166.37
Proceedings & Index	4,431.61
Bulletin	815.90
Office Operation	2,492.56
Other	10.55

\$ 13,894.76

National Conference of Social Work
Budget Statement
January 1 - April 28, 1934

Income	Budget 1934	Actual 1/1-4/28/34	Budget Balance
Membership	\$ 25,000.00	\$ 10,613.97	\$ 14,386.03
Guarantees	2,000.00		2,000.00
Registration	2,000.00		2,000.00
Miscellaneous	<u>1,000.00</u>	<u>428.33</u>	<u>571.67</u>
Total	\$ 30,000.00	\$ 11,042.30	\$ 18,957.70
Cash Balance April 30 -		1,335.77	\$ 20,293.47

Expenditures

Salaries	\$ 14,000.00	\$ 5,840.30	\$ 8,159.70
Travel	3,850.00	1,369.10	2,480.90
Printing	7,500.00	1,388.42	6,111.58
Postage and Express	2,100.00	596.25	1,503.75
Supplies	800.00	221.27	578.73
Telephone & Telegraph	350.00	121.36	228.64
Rent	720.00	240.00	480.00
Equipment & Repairs	150.00	30.84	119.16
Miscellaneous	400.00	36.22	363.78
Refunds		<u>3.45</u>	<u>- 3.45</u>

Total \$ 29,870.00 \$ 9,847.21 \$ 20,022.79

General Administration	\$ 12,250.00	\$ 4,954.25	\$ 7,295.75
Membership & Publicity	200.00	23.52	176.48
Annual Meeting	2,300.00	1,166.37	1,133.63
Proceedings & Index	5,300.00	384.06	4,915.94
Bulletin	2,600.00	815.90	1,784.10
Office Operation	6,820.00	2,492.56	4,327.44
Other	<u>400.00</u>	<u>10.55</u>	<u>389.45</u>

Total \$ 29,870.00 \$ 9,847.21 \$ 20,022.79 \$ 20,022.79

Estimated Balance, December 31, 1934-----\$ 270.68

**PROPOSED CONSTITUTIONAL REGULATIONS
FOR SECTIONS, ETC. AS RECOMMENDED**

CONSTITUTION

Committees

The Executive Committee shall consist of the President, the First Vice-President, and the Treasurer, ex-officio and fifteen other members who shall be elected by the Conference, five each year for a term of three years; vacancies shall be filled in like manner. The Executive Committee shall hold all of the powers of the Conference between meetings, not otherwise reserved or delegated. It may enact rules supplementing the By-Laws and not in conflict with them. The President shall be the ex-officio chairman; five members shall constitute a quorum at all sessions of this committee.

BY-LAWS

Section 4, paragraph 2.

Program Committee. There shall be a Program Committee which shall consist of the President-elect, the retiring President, the General Secretary, six members, two to be elected each year by the Executive Committee of the Conference, for terms of three years, and the chairmen of all continuous sections.

The said Committee shall have the following functions:

(a) To receive suggestions from Conference members, various Section, Special Topic, and Associate Group Committees, social workers, social agencies, and others interested, for subjects or speakers for the National Conference program.

(b) To canvass the social work field continuously, to discover material that could be used advantageously on the Conference program.

(c) To determine, from year to year, various major emphases for the program as a whole.

(d) To recommend to Section and Special Topic Committees subject matter or methods of presentation of subject matter for their meetings to be used at the discretion of the Section and Special Topic Committees.

(e) To arrange where desirable, more than a year in advance, for material to be prepared for the Conference Topic Committees. Where such commitments are made for Section programs, such commitments are to be made only upon the request of the Section involved or with its hearty cooperation and consent, and for not more than one-third of the number of sessions allowed at each annual meeting.

(f) To arrange the schedule for joint sessions of Sections.

(g) To have sole responsibility for the evening General Sessions programs.

(h) To establish such regulations as are needed from time to time for the control of the extent of the program as a whole.

(i) To provide adequate ways and means for active participation of Associate Groups in the construction of the program as a whole.

(j) To execute such other functions from time to time as may be assigned to it by the Executive Committee or the Conference membership.

(k) To arrange, with the approval of the Executive Committee, such consultations and other meetings as may be necessary to carry out its functions.

(l) To establish either upon its own initiation or upon request, such Committees on Special Topics as may be desirable. When establishing such Committees on Special Topics, the Program Committee shall also determine definitely the term of service of the Committee on a Special Topic and such other regulations as to frequency of meeting, number of sessions at any annual meeting and so forth as may be desirable.

Sections

(a) The programs of the Conference shall be grouped under Sections of which the following shall be continuous: (I) Social Case Work; (II) Social Group Work; (III) Community Organization; (IV) Social Action.*

*This should be generally defined as covering mobilization of public opinion, legislation and public administration.

(b) Other Sections may be created for a period of one or more years by the Executive Committee or by the membership at the annual meeting provided the proposal therefor shall have been first submitted to and acted upon by the Executive Committee. All Sections shall be reconsidered by the Executive Committee at intervals of not more than five years and recommendations for such modifications as may be desirable presented at the annual meeting for action by the Conference membership.

(c) Each continuous section shall be in charge of a committee of not less than nine members nominated by the section members one year in advance and elected by the same method as the officers and Executive Committee of the Conference. One-third of the members of the Section Committee shall be elected each year to serve terms of three years each. Persons nominated for officers or Section committee members should so far as possible be members of the Conference or on the staff or board of member agencies. No person shall serve on more than one Section Committee. So far as possible, related professional groups shall have representation on Section Committees.

(d) Each other Section not continuous shall be in charge of a committee appointed by the Executive Committee, or if created by the membership, in such manner as the membership shall determine at the annual meeting.

(e) Each Section shall have power: (1) To arrange the annual Conference programs coming within its field, subject to the approval of the Executive Committee upon recommendation by the Conference Program Committee. (2) To arrange the annual business meeting of the Divisions and to provide for the nominations of officers and committee for the succeeding year.

(f) Each Section shall annually nominate one year in advance a chairman and vice-chairman to be elected by the same method as the officers and Executive Committee of the Conference. The Chairman may be reelected once. The Section Committee shall each year elect a Section Secretary.

(g) Vacancies in the Section Committee shall be filled at the annual meeting in the same manner as the election of new members. Vacancies in the office of chairman or secretary between meetings shall be filled by the Section Committee, subject to the approval of the Conference Executive Committee.

(h) The Conference Executive Committee shall have general supervision over the work of all Section Committees with the final power to pass on all programs, in order to insure the harmonious conduct of all parts of the work.

Section Meetings

All meetings of the Conference except General Sessions shall be arranged so as to facilitate informal discussion. The Chairmen of Sections shall preside at the meetings of their Sections or shall appoint presiding officers in their stead.

Minutes of the Executive Committee
National Conference of Social Work

Tuesday, May 22, 1934, 4:00 P.M., Muehlebach Hotel, Kansas City, Missouri.

The following members were present: Mr. Hodson, the President, Mr. Bates, Mr. Beisser, Mr. Bradley, Dr. Chamberlain, Miss Eldridge, Miss Lenroot, Mr. Lurie, Mr. Solenberger, Miss Wing, Mr. Wright, and the General Secretary.

The President called for the report of the special committee to nominate members of the Program Committee and the Editorial Committee. Miss Virginia Wing, Chairman of the Committee, presented the following nominations: For members of the Program Committee to serve terms of three years, Bleecker Marquette, Cincinnati and Fred R. Johnson, Detroit For a member of the Editorial Committee to serve a term of three years, Paul L. Benjamin, Buffalo. Upon motion duly made and seconded it was

Voted to approve the report of the committee and to declare the nominees elected.

Mr. Wayne McMillen of Chicago, acting Chairman of the Committee on Time and Place, reported that the Committee unanimously recommend Washington, D. C. for the annual meeting in 1936 and that the dates of the meeting be left to the discretion of the Executive Committee. Upon motion duly made and seconded, it was

Voted to approve the recommendation of the Committee on Time and Place.

There being no further business, the meeting adjourned.

Howard R. Gray
General Secretary.

Minutes of the Meeting of the Executive Committee
National Conference of Social Work
Friday, July 20, 1934
Room 200, Russell Sage Foundation, New York City.

The following members were present: Miss Lenroot, the President, Monsignor Keegan, Vice-President, Stanley Davies, Harry Lurie, and the General Secretary.

Because there was no quorum and because of the importance of taking action establishing the new program organization, particularly the appointment of the new Section chairmen as authorized by the Conference at Kansas City, it was agreed to take the necessary action subject to the approval by mail of the other members of the Executive Committee.

The action of the Conference at Kansas City increasing the number of elected members of the Executive Committee from fifteen to twenty-one and the fact that the President of the Conference is also an elected member of the Executive Committee leaves seven vacancies in the Committee.

Therefore, in accordance with the Constitution and after thorough discussion it was

Voted to elect the following persons as members of the Executive Committee, terms to expire in 1935:

The Reverend Daniel N. McLachlan, General Secretary, Department of Social Service, United Church of Canada, Toronto.

Forrester B. Washington, Director, Negro Work, Federal Emergency Relief Administration, Washington, D. C.

Blanche La Du, Chairman, State Board of Control, St. Paul, Minnesota.

Mary Gibbons, Supervisor, Division of Families, Catholic Charities of the Archdiocese of New York, New York City.

Ruth Taylor, Deputy Commissioner, Westchester County Department of Public Welfare, East View, New York.

Maud Barrett, Director, Social Service, Louisiana Relief Administration, New Orleans, Louisiana.

Walter Whitson, Superintendent, Social Service Bureau, Houston, Texas.

The Secretary presented a letter from Dr. Armstrong, Chairman of the Life Insurance Adjustment Bureau, calling attention to the fact that for some years there has been an Advisory Council to the Life Insurance Adjustment Bureau appointed by Division IV, The Family, of the National Conference of Social Work. Because of the action of the Conference at Kansas City abolishing all Divisions, it is desirable to have this Advisory Council appointed by the Conference. After thorough discussion and upon motion duly made and seconded it was

Voted to appoint the following persons an Advisory Council to the Life Insurance Adjustment Bureau:

Linton B. Swift, General Director, Family Welfare Association of America, New York City.

Harry L. Lurie, Director, Bureau of Jewish Social Research, New York City.

Caroline Bedford, Assistant Manager, Provident Association, St. Louis, Missouri.

Mary Gibbons, Supervisor, Division of Families, Catholic Charities of the Archdiocese, of N. Y., New York City.

Pearl E. Ransom, Supervisor, Board of Child Welfare, State Department of Social Welfare, Albany, New York.

Malcolm S. Nichols, Director, Family Welfare Society, Boston, Massachusetts.

Joseph Moss, Director, Cook County Bureau of Public Welfare, Chicago, Illinois.

The President presented the following memorandum for discussion prior to the appointment of the new Section chairmen:

MEMORANDUM ON PLANS FOR ORGANIZATION OF
NATIONAL CONFERENCE OF SOCIAL WORK, 1935.

Setting Up the New Conference Organization

The four section chairmen should be selected by the Executive Committee at the meeting on July 20. At the same time the Executive Committee should make certain suggestions to the Program Committee as to its conception of the general scope of the program. The Program Committee, which will include the four section chairmen, will meet in New York, September 22 and 23. At that time the general character of the program will be discussed and the organization of section committees will be completed. There will also be discussion of various plans for conducting round tables and discussion groups. The Executive Committee, at the meeting on July 20, should consider also the special committees which ought to be set up.

Cooperation with A.A.S.W.

Many of the subjects which will undoubtedly be discussed at the National Conference will also be given detailed consideration throughout the year by divisions and committees of the A.A.S.W., especially divisions on government and social work and on personnel standards.

If a mid-winter conference is held by the A.A.S.W., plans for this conference should be considered in connection with planning for the National Conference. It is suggested that certain subjects which are to be given a prominent place on the National Conference program will have been developed through committee work of the A.A.S.W., so that the National Conference presentation can be in the nature of crystalization and discussion of the conclusions reached by committees throughout the year. This will be following precedents already established at Kansas City. The relationship between the National Conference program and the A.A.S.W. work has been discussed with the president and secretary of the A.A.S.W., and they have asked for suggestions which can be considered at the next meeting of the Ad Interim committee of the A.A.S.W.

General Plan for Addresses

Both in the evening addresses and in the section organization, emphasis will probably be given to fundamental economic problems, to international problems, and to qualities needed for citizenship and for leadership in the new order, including social-work training and development of social-work leadership.

Section programs

It is believed that the general scope of the sections should be defined before decisions as to section chairmen and section committees are made. The following are tentative suggestions to be considered by the Executive Committee, and after discussion and modification, passed on to the Program Committee:

Section I - Social Case Work

It is believed that the content of the program of this Section should include the following:

- a. Case work in a program for social security, including employment stabilization; land utilization, colonization, subsistence, homesteads; social insurance; and vocational training.
- b. Generalized and specialized case-work relationships, including family and child-welfare services; services to unmarried parents and their children; visiting-teacher service; mental hygiene clinics; hospital social service, etc.
- c. Client's use of case work as an optional resource for social adjustment, to be discussed in relation to programs of private family welfare agencies; division of functions between public and private relief and welfare organizations; use of case work in connection with law enforcement and correctional agencies, etc.
- d. Fundamental principles governing training programs and professional advancement in social case work.

Section II - Social Group Work

Among the topics which might well be discussed in this Section are the following:

- a. Youth problems - educational, vocational, recreational.
- b. Adult education, workers' education, leisure-time programs--relation to organized labor.
- c. Participation of civic and fraternal groups in social programs.
- d. Church activities in group organization.
- e. Integration of group work and case work.
- f. Training and professional advancement in social group work.

Section III - Community Organization

The title for this Section appears to be too narrow to indicate the scope which should be given to it. It should probably cover a broad field of social planning and social organization--National, State and local. The following subjects should doubtless be considered in relation to planning a program:

- a. Financial basis of social work.
(Including taxation and credit; Federal grants in aid; State equalization funds; local financing; community-chest financing; group financing)
- b. Social Work interpretation. (Including the development of sound public attitudes toward social workers, clients, methods, etc.)
- c. Legal basis for social work. (Constitutional limitations; poor laws; settlement laws; reorganization of local governmental units; interstate agreements.)
- d. Federal, State and local welfare organization. (Including assimilation of emergency relief and permanent welfare services)
- e. State and community planning for social work. (Statistics, research, conferences, councils, coordination of public and private services)
- f. Neighborhood and district organization for social services.
(Coordinating councils, neighborhood and district projects, building into natural groupings.)
- g. Personnel standards and practices in government service; training for community leadership.

Section IV - Social Action

a. Economic goals of social work

Managed economy with social security.

(Including voluntary cooperation or "self-government" in industry, under governmental control; extension of governmental operation of public utilities to basic industries and commodities--power, coal, housing, milk; possibilities of parallel public and private operation; Tennessee Valley experiment; measures for social security and their relation to fundamental economic goals.)

Collectivist economy.

b. International goals of social work (Contribution of international labor and social work movements to world organization and international understanding; inter-American cooperation)

c. Social and cultural aims of social work (Freedom, cooperation, integration, coercion--areas of understanding and of conflict.)

d. Allied interests (Economic and social goals of labor; social action programs of the churches; social action programs of civic groups, women's groups, racial groups, etc.)

e. Opposing interests.

f. Possibilities and limitations in effective social action by social workers.

g. Methods of professional and of "rank and file" organization.

h. Training for social action and for social leadership.

Special Committees

It is suggested that a committee on training be organized, to have not more than two sessions and to work with the section committees in planning the programs on training to be developed at each section.

The Committee on Indians should probably be continued another year.

It might be worth while to develop a committee that would give special attention to rural problems, problems of stranded population, etc.

A statement submitted by Division X of the National Conference, as a result of discussion at Kansas City requested that problems specifically related to the immigrant and foreign-born be considered at each section and that the personnel of each section include representation of the group which has guided special presentations of the problems of the foreign-born in the 1934 and previous conferences. It requested also that these problems be given a place on the program of each new section and that continued recognition be given to associate groups. It is possible that there should be a special committee on these problems which would cooperate with the Section committees and kindred groups and present one or two special programs."

After thorough discussion of the memorandum, in the course of which some modifications and additions to the outline for Section Programs were made, which are to be incorporated in it by the President, it was decided to transmit the revised outline, as tentative and suggestive, to the Program Committee and the Section chairmen. Desirable qualifications of the new Section chairmen were discussed. Upon motion duly made and seconded it was

Voted to appoint the following persons Chairmen of the Sections as follows:

Section I - Social Case Work - Douglas Falconer, Brooklyn Bureau of Charities, Brooklyn, New York.

Section II - Social Group Work - Grace Coyle, Western Reserve University, Cleveland, Ohio.

Section III - Community Organization - Mary Irene Atkinson, Superintendent, Division of Charities, Ohio Department of Public Welfare, Columbus, Ohio.

Section IV - Social Action - The Reverend Francis J. Haas, Director, National Catholic School of Social Service, Washington, D.C.

and to empower the President to make other appointments in the event that the above persons can not serve and to refer to the Program Committee at its meeting in September the appointment of the Section committee members.

There being no further business, upon motion duly made and seconded it was

Voted to adjourn.

Respectfully submitted,

Howard R. Knight,
General Secretary.

Minutes of Executive Committee
National Conference of Social Work

Sunday, November 4, 1934, 10:00 A. M., Room 200, Russell Sage Foundation Building, New York, New York.

The following members were present:- Miss Lenroot, Miss Hall, Miss Atkinson, Miss Barrett, Mr. Beisser, Mr. Davies, Mr. de Schweinitz, Miss Gibbons, Miss Taylor, and the General Secretary.

In the absence of the Treasurer, the Secretary presented the following financial and budgetary statements. (See copies attached). The financial statement shows all monies received and expended during the period January 1 - October 30, 1934. The budgetary statement shows the budget established for 1934, actual receipts and expenditures that can be credited or debited against that budget and budget balances.

The budget for 1934 was figured very closely: At the time the budget was made out the attendance at Kansas City was estimated at approximately 2500. The actual registration was over 4400 and the actual attendance something over 5000. This entailed additional expense for the annual meeting. Pressure of work in the Conference office during the spring and early summer made necessary additional stenographic service. One stenographer has been retained during the fall. The Executive Committee some time ago authorized the preparation and publication of the new Index. A sum for editorial service was included in the budget. However, as the work progressed it was found to be a much more time-consuming and complicated task than appeared at the time that the budget was made out. The work is now practically completed and the volume is on the press. At the January 1934 meeting the Executive Committee authorized special publicity service for the annual meeting at Kansas City. No definite appropriation was made in the budget. It was expected that the income of the Conference would be sufficient to take care of this additional expenditure.

The budgetary statement includes revised estimated expenditures to the close of the year, as shown in the additional item of \$2143.00 added to the budget balance for expenditures. No revision has been made in the estimated income for the balance of the year. The budgetary statement, therefore, shows an estimated deficit at the end of the year of a little over \$1000.00.

To take care of this estimated deficit we have current delinquent memberships with a total value of over \$2200.00. This group of memberships is from the group whose percentage of renewal is the highest of any memberships in the Conference. We therefore should exceed our estimated income from memberships for the balance of the year. If the same amount of income is received at the Conference office during the last two months of this year as was received during the two corresponding months of last year, there will be very little, if any, deficit at the end of the year.

On October 30, 1934 there were 4,184 paid-up members of the Conference as compared with 3,541 on the same date of last year. This is a gain of 643 members and an increase in the book value of memberships of \$5426.00. Efforts are being made to increase the memberships of the Conference particularly from former members who were forced to drop out during the early days of the depression.

After a thorough discussion and upon motion duly made and seconded,
it was

Voted to approve the report of the Treasurer.

Upon motion duly made and seconded, it was

Voted to reelect Charles C. Stillman, Treasurer of the Conference.

In the absence of the Chairman of the Committee on International Conference of Social Work, Mr. Frank J. Bruno, the Secretary summarized the minutes of the last meeting of that Committee. A copy of these minutes is attached herewith.

After thorough discussion and upon motion duly made and seconded,
it was

Voted to approve the report of the Committee on International Conference.

The President of the Conference who is also Chairman of the Program Committee reported progress made in the reorganization of the program set-up and the tentative plans for the program at Montreal. The results of the appointments of Section Chairmen and Committees were published in the October Bulletin. A summary of the program plans is attached herewith. These plans are tentative only.

After thorough discussion and upon motion duly made and seconded,
it was

Voted to approve the report of the Program Committee with a recommendation that it organize a Committee on Institutions and Community Relations.

The Secretary called the attention of the Executive Committee to the fact that it was necessary to appoint two new members to the Committee on Admission to Status of Associate Group and Special Group to serve terms of three years each.

Upon motion duly made and seconded, it was

Voted to authorize the President to make these appointments. Subsequently, the President appointed Miss Ella Harris, Philadelphia and Mrs. Mary B. Holsinger, Albany, N. Y.

The Secretary presented the report of the Committee on Admission to Status of Associate and Special Group and Consultation Service as follows:

It is recommended that the following organizations which have made proper application be granted the status of Associate Group for the current year:-

Organizations from whom applications have been received for renewal of status of Associate Group.

American Association of Medical Social Workers
American Association of Psychiatric Social Workers
American Association of Schools of Social Work
American Association of Social Workers
American Association of Visiting Teachers
American Birth Control League
American Legion, National Child Welfare Division
American National Red Cross
American Public Welfare Association
Child Welfare League of America
Church Conference of Social Work of the Federal Council
of Churches of Christ in America
Community Chests and Councils, Social Service Exchange Committee
Episcopal Social Work Conference
Family Welfare Association of America
Home Economists in Social Work
Inter-City Conference on Illegitimacy
Legal Aid Group
Mothers' Aid Association
National Association for Travelers' Aid and Transient Service
National Board, Y. W. C. A.
National Child Labor Committee
National Conference of Jewish Social Service
National Federation of Day Nurseries
National Federation of Settlements
National Girls' Work Council
National Probation Association
National Tuberculosis Association
Salvation Army
Social Work Publicity Council

Organizations that were Special Groups last year and wish to continue as Special Groups in Montreal.

Clinical Psychology Group
Committee on Citizens Councils of the National Municipal League
Conference on Immigration Policy
National Association of Goodwill Industries
National Children's Home and Welfare Association
National Committee on Volunteers in Social Work
National Council on Naturalization and Citizenship
National Council for the Physically Handicapped
National Council, Y. M. C. A.'s
National Public Housing Conference
Seamen's Agencies

Upon motion duly made and seconded, the Executive Committee Voted to approve the recommendations of the Committee on Admission to Status of Associate and Special Group.

The Secretary read the following resolutions that have been received from the Church Conference of Social Work with a request that they be presented to our Executive Committee:-

"Since the question of racial discrimination in hotel accommodations has been raised in the Church Conference of Social Work, we desire to make the following statement, embodying the facts which we have been able to secure:

1st: The National Conference of Social Work, in selecting headquarters for the 1934 Conference in Kansas City, Missouri, reserved rooms at its headquarters for Negro delegates. These rooms were held as long as possible and were assigned to such Negro delegates as gave notice of their wish to have hotel accommodations. When the period for holding unassigned reservations had expired, and there being no further demand for Negro delegates, the uncalled-for rooms were released.

2nd: Before the sessions of the National Conference of Social Work opened all available rooms in downtown hotels were filled, and all applications, regardless of race, without advance reservations had to be denied.

3rd: Contrary to long custom and tradition, all hotels and meeting halls were open freely without discrimination as to use of lobbies, elevators, and group meetings. Also contrary to long tradition and local custom, social events were opened freely to all delegates regardless of race.

4th: Not all hotels, however, were open to Negro delegates as room guests. There is a feeling that provision for reservations for Negro delegates as room guests, even at the headquarters hotel of the National Conference of Social Work, does not entirely clear the situation.

We, therefore, wish to restate our convictions that in all conventions and conferences including various groups in their membership there should be no discrimination because of race, color or creed. We express our appreciation of all that has been accomplished toward its elimination and look for a continuation of all possible pressure to do away with remaining discrimination."

The following excerpts from an editorial printed in the Kansas City Call, the leading Negro newspaper of the city, following the last annual meeting of the National Conference of Social Work in that city were then read.

"The National Conference of Social Work which held its 1934 session last week, is doing a notable work in making the two races in this country get acquainted. Because of its insistent demand that the city which entertains it shall treat all alike, Kansas City dropped discrimination against Negroes for eight memorable days. It makes no difference what its motive was, it demonstrated that the two people could meet and no evils result.

The United States has been warned by the proponents of race prejudice that except it segregate Negroes, making religion hypocrisy and the Constitution a mockery, civilization would degenerate into savagery. Yet for eight days a city steeped in prejudice played the perfect host and no evil has resulted. It played the perfect host for a very commonplace reason, the profit to be made out of the visitors. Yet the heavens did not fall nor civilization collapse. Evidently as prophets the high priests of race prejudice are a failure.

Eight days was long enough time for the heavens to fall or whatever other calamity is supposed to result when blacks and whites use good manners and show respect for each other's rights. And it was long enough to establish the possibility that the same fellowship might be continued indefinitely with no evils resulting."

After thorough discussion, the resolutions were received without action.

The Secretary requested that the Executive Committee give some thought between now and the time of the next meeting in January to the question of abolishing the present registration fee for non-members at the annual meeting. The present registration fee for non-members of the Conference is \$2.00. There is no registration fee for members of the Conference or the duly appointed representatives of member agencies. Experience at the registration desk during the annual meeting indicates that the presence of the registration fee causes considerable confusion. Many people paying the registration fee are under the impression that they are becoming members of the Conference. Considerable correspondence is found necessary following the annual meeting to straighten out this misunderstanding. It is also believed that the vast majority of those who pay the \$2.00 registration fee would be just as willing and able to pay a \$3.00 or \$5.00 membership fee and thus become full-fledged members of the Conference. There is also a decided advantage in having these people as members rather than merely attendants at the annual meeting. It is not believed that abolishing the registration fee of \$2.00 would add any hardships for those wishing to attend the annual meeting. Through its guarantee of institutional memberships the local community always has at its disposal from two to four hundred free registrations at the Conference. The persons attending from outside of the city are almost always able to afford the \$3.00 membership fee which is nominal for the amount of value received. After some discussion at which there appeared to be a consensus of opinion in favor of abolishing the registration fee, the whole matter was held over for decision until the January meeting of the Executive Committee.

There being no further business, the meeting adjourned.

The next meeting will be on Sunday, January 6, in Room 200, Russell Sage Foundation Building, 130 East 22nd Street, New York City.

Respectfully submitted,

Howard R. Knight

General Secretary.

National Conference of Social Work
Financial Statement
January 1 - October 30, 1934

Operating Balance, January 1st

\$ 2,983.23

Receipts:-

Memberships	\$25,855.74
Registration fees	2,234.63
Contributions	317.00
Sales, Bulletin	9.52
Sales, Proceedings	491.29
Refunds	298.82
Miscellaneous	723.33
Index	317.50

Total

30,247.83

Total Receipts and Balance

\$33,231.06

*Expenditures:-

Salaries	\$15,235.48
Travel	4,476.90
Printing	6,751.17
Postage	1,504.04
Supplies	615.36
Telephone & Telegraph	425.44
Rent	620.00
Equipment & Repairs	278.66
Miscellaneous	825.25
Refunds	105.24

Total

30,837.54

Balance

\$ 2,393.52

*Functional Distribution of Expenditures:-

Administration	\$11,132.21
Membership & Publicity	94.06
Annual Meeting	4,723.52
Proceedings & Index	5,991.30
Bulletin	2,045.69
Office Operation	6,434.74
Other	416.02
	<u>\$30,837.54</u>

National Conference of Social Work
Budget Statement
January 1, 1934 - October 30, 1934

	Budget 1934	Actual 1-1-34 - 10-30-34	Budget Balance
Income:-			
Membership	\$25,000.00	\$24,305.74	\$ 694.26
Guarantees	2,000.00	375.00	1,625.00
Registration	2,000.00	2,234.63	
Miscellaneous	1,000.00	1,589.96	
Total	\$30,000.00	\$28,505.33	\$ 2,319.26
Cash balance available for budgetary expenditures			2,076.02
			\$ 4,395.28
Estimated deficit			1,078.56
			<u>\$ 5,473.84</u>
Expenditures:-			
Salaries	\$14,000.00	\$15,235.48 (1)	\$-1,235.48
Travel	3,850.00	4,476.90 (2)	- 626.90
Printing	7,500.00	3,234.48	4,265.52
Postage & Express	2,100.00	1,085.58	1,014.42
Supplies	800.00	562.42	237.58
Telephone & Telegraph	350.00	425.44	- 75.44
Rent	720.00	620.00	100.00
Equipment & Repairs	150.00	278.66	- 128.66
Miscellaneous	400.00	515.79	- 115.79
Refunds		105.24	- 105.24
Total	\$29,870.00	\$26,539.99	\$ 3,330.01
General Administration	\$12,250.00	\$11,132.21	\$ 1,117.79
Membership & Publicity	200.00	94.06	105.94
Annual Meeting	2,300.00	4,723.52	-2,423.52
Proceedings & Index	5,300.00	1,943.75	3,356.25
Bulletin	2,500.00	2,045.50	454.50

National Conference of Social Work
Financial Statement
January 1 - October 30, 1934

Operating Balance, January 1st

\$ 2,983.23

Receipts:-

Memberships	\$25,855.74
Registration fees	2,234.63
Contributions	317.00
Sales, Bulletin	9.52
Sales, Proceedings	491.29
Refunds	298.82
Miscellaneous	723.33
Index	<u>317.50</u>

Total

30,247.83

Total Receipts and Balance

\$33,231.06

*Expenditures:-

Salaries	\$15,235.48
Travel	4,476.90
Printing	6,751.17
Postage	1,504.04
Supplies	615.36
Telephone & Telegraph	425.44
Rent	620.00
Equipment & Repairs	278.66
Miscellaneous	825.25
Refunds	<u>105.24</u>

Total

30,837.54

Balance

\$ 2,393.52

*Functional Distribution of Expenditures:-

Administration	\$11,132.21
Membership & Publicity	94.06
Annual Meeting	4,723.52
Proceedings & Index	5,991.30
Bulletin	2,045.69
Office Operation	6,434.74
Other	<u>416.02</u>
	\$30,837.54

National Conference of Social Work
Budget Statement
January 1, 1934 - October 30, 1934

	Budget 1934	Actual 1-1-34 - 10-30-34	Budget Balance
Income:-			
Membership	\$25,000.00	\$24,305.74	\$ 694.26
Guarantees	2,000.00	375.00	1,625.00
Registration	2,000.00	2,234.63	
Miscellaneous	1,000.00	1,589.96	
Total	\$30,000.00	\$28,505.33	\$ 2,319.26
Cash balance available for budgetary expenditures			2,076.02
			\$ 4,395.28
Estimated deficit			1,078.56
			\$ 5,473.84
Expenditures:-			
Salaries	\$14,000.00	\$15,235.48 (1)	\$-1,235.48
Travel	3,850.00	4,476.90 (2)	- 626.90
Printing	7,500.00	3,234.48	4,265.52
Postage & Express	2,100.00	1,085.58	1,014.42
Supplies	800.00	562.42	237.58
Telephone & Telegraph	350.00	425.44	- 75.44
Rent	720.00	620.00	100.00
Equipment & Repairs	150.00	278.66	- 128.66
Miscellaneous	400.00	515.79	- 115.79
Refunds		105.24	- 105.24
Total	\$29,870.00	\$26,539.99	\$ 3,330.01
General Administration	\$12,250.00	\$11,132.21	\$ 1,117.79
Membership & Publicity	200.00	94.06	105.94
Annual Meeting	2,300.00	4,723.52	-2,423.52
Proceedings & Index	5,300.00	1,943.75	3,356.25
Bulletin	2,600.00	2,045.69	554.31
Office Operation	6,820.00	6,434.74	385.26
Other	400.00	166.02	233.98
Total	\$29,870.00	\$26,539.99	\$ 3,330.01
Estimated additional expenditures			2,143.83
			\$ 5,473.84

Extra Budgetary Expenditures

(1) includes the following items:-

Stenographic service in office prior to annual meeting and since	\$ 729.99
Temporary stenographic service in checking and preparing manuscript of Index	358.00
Editorial service on Index - part time	

Special publicity service incident to annual meeting

800.00

Total

\$ 2,346.49

(2) includes the following items:-

Travel incident to special publicity service, annual meeting

91.23

Travel of staff and officers, annual meeting, due to change
in N. R. A. hotel codes, etc.

386.76

Total

\$ 477.99

Total

\$ 2,824.48

Minutes of the Meeting of the Committee on the Third
International Conference of Social Work of the
National Conference of Social Work, Saturday
September 15, 9:30 A.M., Room 200
Russell Sage Foundation, New York, N. Y.

The following members were present: Frank J. Bruno, Chairman, Paul Beisser, Ida M. Cannon, Mollie Ray Carroll, Joanna C. Colcord, Mrs. John M. Glenn, Katharine F. Lenroot, Leifur Magnusson, William F. Snow, Mary vanKleeck, George L. Warren, Forrester B. Washington, Howard R. Knight, and Dr. Rene Sand, the President of the Third International Conference of Social Work.

Dr. Sand was introduced and reported on the plans for the Third International Conference of Social Work. Dr. Sand stated that the International Conference is now well established. Since the last meeting in Frankfurt in 1932 the organization has been strengthened. Dr. Gustave Bagge of Stockholm had been elected a vice-chairman, which assures the hearty cooperation of the Scandinavian countries. Miss Alice Masarykova, has found it necessary to resign as President of the Conference, and Dr. Sand has been elected in her place.

At a meeting of the Executive Board held during the past summer at the Hague, more definite plans were made for the meeting in 1936. It has been found necessary and desirable to change the meeting place from Oxford to London. The Conference will begin on Sunday, July 12, and continue through Saturday, July 18, 1936. National Committees are already organized or are being organized in most countries. The next meeting of the Executive Board will be held in Rome in February at which time the question will be opened as to the holding of the Fourth International Conference in 1940 in Italy.

It is planned to revise the membership of the Permanent Committee of the International Conference of Social Work. Our National Committee is requested therefore to submit a list of outstanding social work leaders in the United States from which members of the Permanent Committee may be elected by the International Conference of Social Work at its next session; in addition that we are requested to appoint three persons who shall be members of this committee.

The question then arose as to representation at the meetings of the Executive Board. It is quite often impossible for the present member of the Board from the United States to be present at the meetings of the Executive Board. Upon motion duly made and seconded it was

Voted that the United States Committee earnestly hopes to always have a representative at the meetings of the Executive Board. In the event that the regular member of this Board from the United States can not be present that the United States can have the privilege of appointing an alternate who can be present with power to vote. Upon motion duly made and seconded it was

Voted that the Chairman appoint a committee to nominate (1) a list of persons to be recommended when the revision of the permanent committee is made and (2) one or more alternates who can attend a meeting of the Executive Board when and as it is held.

The general subject of the Third Conference will be: "Social Work and the Community." The subject will be dealt with under the following heads:

1. Social work and the local community: The present position: The role of the neighborhood and local unit, such as parish, village, county, suburb, city, metropolis: National and International social work.

2. Social services in relation to the national and local community:

A. Health: Relation of health services to the local community:

- (a) Promotion of physical and mental health;
- (b) Treatment of disease;
- (c) Social provision.

B. Education: The relation between the local community and educational services.

C. Recreation: The relation between recreational services and local community life. The influence of: (a) Radio, the cinema, commercialized sport, etc. (b) Community recreational efforts, traditional and modern dancing, local drama, music, etc.

D. Material welfare: The relation of the local community to provision for general welfare; e.g. pensions, insurance and relief.

3. The aesthetic, social, moral and spiritual effects upon local community life of social services.

It is planned to hold three plenary sessions. The first one will be the opening session with the usual addresses for such an occasion. The second one will be devoted to the general subject matter under Section 3 of the above program. The third will be the closing meeting at which the discussions of the various sections will be summarized.

The British Committee are contemplating a summer school or institute on English Social Work for the week preceding the Conference. This is to be patterned somewhat after the German-American institute held preceding the Conference of 1932, but will be enlarged in scope. It will be designed to give delegates from other countries an insight into British social work.

It is also planned to establish an international research committee for the purpose of gathering data on special research projects from various countries for use at the Conference. In this connection each national committee is urged to stimulate study of these research projects or such of them as they feel it desirable to study in their own countries, making the results available for use at London. The following list of projects have been suggested:

1. An integral village.
2. A hospital as a health center in its district - its function and its social results.
3. The social function of a municipality and its relation to voluntary social work.
4. An urban neighborhood as a community.
5. A school as a centre of community life.
6. The influence of recreation on community life.
7. The obstacles to community life in (a) a small town, and (b) a large city.

Each national committee is requested to add additional research projects which it feels will make a contribution to the International Conference and have international import and interest. The British committee is now preparing a manual of procedure on program preparation and research projects which will be available before long. It is also suggested that each national committee study such projects as will have value both for the conference program and for use in its own country. Each national committee is also requested to prepare as soon as possible a bibliography on the subject matter of the conference. It was the opinion of our committee that the Russell Sage Foundation Library and the University of Chicago would have such material available or could make it available shortly.

The difficulties of translation during the meetings of the Conference were thoroughly discussed and a number of suggestions were offered. It was agreed that the British committee in charge of the program arrangements be requested to study this problem carefully and develop the most satisfactory system possible.

It was suggested that the National Committee in the United States hold an open meeting during the annual meeting of the National Conference of Social Work in Montreal for the discussion of the subject matter to be presented at London and another open meeting at the Washington, D. C. session of the National Conference of Social Work in 1936 for a report on research projects conducted in this country and further discussion of the program material.

Upon motion duly made and seconded it was

Voted to request the Executive Board when arranging the program to give adequate consideration to the relation of national or federal, and state or provincial organization to local social work.

The financial condition of the International Conference was then discussed. Approximately \$6,000.00 has been carried over from the preceding conference. The British committee and the treasurer-general of the International Conference hope that the Third International Conference will be self-sustaining, and that an equal amount be passed on to the committee for the Fourth International Conference. The general policy so far as the United States is concerned will be to solicit memberships of various classifications which will constitute the total financial contribution. It is also proposed that in addition to the memberships, those who actually attend the conference in London shall pay a registration or conference fee which shall be less for those who are members of the conference than for those who are not. Because of the fact that the plans in England and some other countries vary somewhat from ours, and upon motion duly made and seconded it was

Voted that the Chairman and Secretary draft a plan of classified memberships along the lines recommended by the previous committee on the International Conference of Social Work together with a definite plan for the securing of memberships and present this plan to the next meeting of this committee.

Howard R. King
Gen'l Secy.

Minutes of the Program Committee
National Conference of Social Work
November 3, 1934, 10:00 A.M.; Room 200,
Russell Sage Foundation Building,
New York City.

The following persons were present: Miss Lenroot, the President Miss Atkinson, Miss Coyle, Mr. Davies, Mr. Falconer, Miss Hamilton, Mr. Rabinoff, and the General Secretary.

The President reported various suggestions for the personnel of the Committee on Rural Life. After thorough discussion and upon motion duly made and seconded it was

Voted to authorize the President and Secretary to appoint the Chairmen and members of this Committee.

The question of having a Special Committee on Housing was discussed. After thorough discussion and upon motion duly made and seconded it was

Voted to authorize, for a period of one year and to hold not more than two sessions at Montreal, a Committee on the Social Aspects of Housing.

Possible personnel for the Committee and its Chairmanship were discussed at length and referred to the President and Secretary for action.

The Secretary made several announcements regarding the appointment of the Committee on Nominations for Section officers and Committee members which will be covered in a memorandum to be sent later to each Section Chairman. The Section Chairmen were also urged to properly instruct their speakers as they are secured regarding the regulations for manuscripts for the Proceedings and to submit manuscripts for publicity purposes well in advance of the annual meeting.

Discussion then turned to the subject matter for the General Sessions and the Section meetings. This discussion and the result thereof are summarized in the accompanying memorandum. There being no further business the meeting adjourned.

Post-Script. Subsequent to the meeting of the Program Committee and upon recommendation of the Executive Committee of the Conference, the President and Secretary felt it desirable to have a special committee that would be of interest to social work institutions and would give them a real place in the Conference picture. This proposal is being submitted to the members of the Program Committee by mail for approval.

CONFIDENTIAL - NOT FOR PUBLICATION

Tentative Program Plans for General Sessions and Section Meetings
Reported November 5, 1934.

Following are the programs which were reported by the President and Section Chairmen at the Program Conference. These are tentative only as the subjects may be revised or scheduled for a different day than is now planned. This is sent you so that you may know what progress has been made for the program in Montreal.

General Sessions

Sunday, June 9, 8:30 P.M.

President's Address - The Purposes of Social Work as Tests of the Social Order.

Monday, June 10, 8:30 P.M.

The Outlook for Economic and Social Security in Canada and the United States.

Tuesday, June 11, 8:30 P.M.

Critical Evaluation of the Processes and Possibilities of Social Change in the Direction of a Rational Economic Order.

Friday, June 14, 8:30 P.M.

The Outlook for World Understanding as a Basis for World Security.

Saturday, June 15, 1:00 P.M.

The Individual and Social Change

or

Qualities and Responsibilities of Individual Citizenship in the New Order.

Section I - Social Case Work

Monday, June 10, 9:00 A.M.

Social Case Work in Relation to Social Justice. What do you mean by social case work; to what extent has case work been modified by the impact of mental hygiene and of the depression.

Is it true that social case work limits itself to attempting to adjust people to their environment, no matter how bad the environment may be, or does it attempt to help people to face reality and try to free them so that they can be constructive about their own environmental conditions? In other words, the content and limitations of case work should be stated positively.

Tuesday, June 11, 11:00 A.M.

Social Case Work and National Security. Two possible approaches to this subject were discussed and both are to be explored further before the next meeting.

1. It would be possible to discuss such topics as unemployment insurance, subsistence homesteads, employment stabilization, vocational re-training in relation to social case work, to see in what ways social case work might make a contribution to, or have a relationship with, these programs.
2. A somewhat different approach would be to take the large group of people now more or less dependent on relief, involving the expenditure of such tremendous sums, and attempt to break this group down into its constituent parts. The tendency to lump all types of problems to be dealt with by appropriations for employment, or unemployment relief, has tended to blind us to the real problems we are facing.

Included in this total are those who will be absorbed into industry as soon as their old jobs are available for them. Others can be absorbed but cannot go back to their old jobs and may have to be re-trained. There is a considerable group of unemployables, and there are special groups of dependent and partially dependent people.

It might be helpful to break this total sum into those groups, examine the need of each of those groups, and state what kind of skills and programs will probably be necessary to meet the needs of each group.

Section I - continued.

Wednesday, June 12, 9:00 A.M.

The Examination of Some of the Specialized Functions Within the Case Work Field. A statement of what the function is and of how it can best be performed. This would include an analysis of the relationship of public and private agencies to some of these functions.

This might be done in a series of meetings, each meeting giving special emphasis, such as:

Group 1. Child Guidance in the Public Schools.

Group 2. Probation in the Protective Field.

Group 3. Public and Private Relief.

Group 4. Child Welfare.

Thursday, June 13, 11:00 A.M.

Training for the Case Work Field. This is uncertain because our committee is uncertain as to the degree of responsibility which will be taken by the special committee on training being established by the National Conference.

Friday, June 14, 11:00 A.M.

The Psychological Contribution Throughout the Case Work Field. This subject is also sub-divisible into a series of smaller meetings or could be dealt with in one session. The purpose of this meeting is to determine the contribution that psychology has made to the various fields of case work and to its various detailed activities.

This discussion should not be limited to the so-called therapy aspects of case work, but to all its processes. For instance, the simple act of giving a rent check has psychological implications for the client.

Saturday, June 15, 9:00 A.M.

Not even a tentative agreement has been reached for this subject. A number of suggestions have been made, none of which seemed very satisfactory. They included:

1. What has case work to offer to the large group of adolescent children who are such a problem to themselves and to the community these days.
2. The problem presented by the fact that relief has become front page news. The effect of recent publicity about millions and billions of dollars on the attitudes of clients. The increasing ease with which people accept public relief, or another aspect of this general problem is that of the interpretation of social case work. Undoubtedly, social workers have achieved a better status in the community during the last several years, but it is not clear that there is a better understanding of social case work.

Section II - Social Group Work

Monday, June 10, 9:00 A.M.

Group Work, Its Status and Problems.

1. Developments in the Field
2. Problems and Opportunities.

Tuesday, June 11, 9:00 A.M.

The Individual and the Group. (The Relation of Group Work and Case Work)

Wednesday, June 12, 9:00 A.M.

(Simultaneous Group Meetings.)

The Contributions of Group Work to the Problems of Certain Groups.

- Group 1. Programs with Unemployed Youth.
- Group 2. Workers' Education
- Group 3. Group Work in Rural Communities.
- Group 4. Parent Education.

Thursday, June 13, 11:00 A.M.

The Group Worker and His Resources.

1. Leaders and Their Training in Group Work.
2. The Contribution of Research to Group Work.
or
Group Work as an Educational Process.

Friday, June 14, 9:00 A.M.

(Simultaneous Group Meetings)

Certain Problems of Method.

- Group 1. Health Education and the Public Health Movement.
- Group 2. Adult Education on Social and Economic Questions.
- Group 3. The Relation of Public and Private Agencies in the Field of Group Work.
- Group 4. The Function of Group Work Sections in Councils of Social Agencies.

Saturday, June 15, 9:00 A.M.

The Group in Its Social Setting - The Contribution of Group Work to Social Action.

Section III - Community Organization.

Monday, June 10, 11:00 A.M.

Federal, State and Local Organization for Public Social Work

Tuesday, June 11, 9:00 A.M.

Financial Basis of Social Work. (Taxation, Credit, Federal Grants in Aid, State, Community Chest.)

Wednesday, June 12, 9:00 A.M.

Organization of the Community for Health and Medical Services.

Thursday, June 13, 11:00 A.M.

Community Organization for Social and Economic Security.

Friday, June 14, 11:00 A.M.

(Simultaneous Group Meetings.)

Community Planning.

Group 1. Community Planning for Rural Communities.

Group 2. Community Planning for Coordination of Neighborhood and District Social Resources in Urban Communities.

Group 3. Relationship of Public and Private Agencies as a Factor in Community Planning.

Group 4. Obstacles Influencing Community Planning.

Saturday, June 15, 11:00 A.M.

(Simultaneous Group Meetings.)

Group 1. The Place of Volunteers in a Community Program.

Group 2. The Interpretation of Social Programs as a Factor in Community Planning.

Section IV - Social Action

Monday, June 10, 11:00 A.M.

The Opportunities of Social Work in Social Action.

1. Planning and Administration.
2. Propaganda and Pressure Groups.

Tuesday, June 11, 11:00 A.M.

Social Work and Social Conflict - Labor-Management.

Wednesday, June 12, 9:00 A.M.

Labor Under the N. R. A. - [Charting a Balanced and Abundant Economy.]

Thursday, June 13, 11:00 A.M.

(Simultaneous Group Meetings.)

Group 1. Taxation as an Instrument for Balancing Consumption and Production.

Group 2. Toward an Annual Adequate Yearly Wage.

Group 3. Unemployment Insurance or Benefits.

Group 4. Health Insurance and Health Service.

Group 5. *Public Works and Public Housing.*
Friday, June 14, 9:00 A.M.

Rural America and the New Deal.

1. Tennessee Valley Authority.
2. Rural Rehabilitation.

Saturday, June 15, 11:00 A.M.

International Labor Standards.

The following are the dates tentatively set for the meetings of the Committees on Special Topics.

Committee on Social Aspects of Housing, Monday, June 10, 9:00 A.M.;
Tuesday, June 11, 9:00 A.M.

Committee on Rural Problems, Monday, June 10, 11:00 A.M.; Tuesday
June 11, 11:00 A.M.

Committee on Institutions and Community Relationships, Friday June 14,
11:00 A.M.; Saturday, June 15, 11:00 A.M.

Committee on Personnel and Training, Friday, June 14, 9:00 A.M.;
Saturday, June 15, 9:00 A.M.